

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR REAL PROPERTY AGENT

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Real Property Agent is the second level in a two level Real Property Agent series. Incumbents are responsible for performing advanced property value estimates and real estate work in the acquisition and disposition of real property and advising businesses and residents on relocation procedures, availability, and selection of relocation sites, as well as types and sources of financial assistance. Incumbents also serve as a lead worker to other Real Estate Agents.

The Senior Real Estate Agent is distinguished from the Real Estate Agent by its responsibility for performing advanced property value estimates, negotiations, property management, and related semi-legal duties in the acquisition, disposition, or rental of City or Redevelopment properties.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Daily 10%
2.	Advises business owners or tenants and residents on matters associated with relocation, entitlements, availability, and selection of relocation sites, and types and sources of financial assistance available.	Daily 20%
3.	Conducts negotiations involving the purchase or sale of properties.	Daily 20%
4.	Prepares deeds, reconveyances, contracts, agreements, and/or other applicable documents associated with property acquisitions or dispositions.	Daily 10%
5.	Reviews title reports to determine ownership and encumbrances.	Daily 5%
6.	Compiles data and prepares related reports associated with real estate projects and submits to City Council for approval.	Weekly 15%
7.	Prepares, reviews, and/or analyzes estimates and appraisals of property values; prepares appraisal contracts.	Weekly 5%
8.	Contracts professional appraisers to prepare property valuations.	As Required

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>
9.	Prepares legal requests for the review of documents and eminent domain actions.	Weekly 5%
10.	Presents project information to the City Council and/or Redevelopment Agency.	Weekly 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Real Estate, Public Administration, or related field, and five years of experience in the appraisal of and negotiation for acquisition or disposition of land improvements and property rights is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licensing Requirements (positions in this class typically require):

Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Real estate principles and practices;
- Relocation assistance practices;
- Property management principles and practices;
- Real estate transactions, title search and examination procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Sources of real estate market information;
- Land and building value appraisal methods, principles and practices;
- Governmental and legal procedures involved in relocation matters.

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work;
- Training employees in proper work methods;
- Using computers and applicable software applications;
- Performing complex real estate value estimates;
- Performing mathematical calculations;
- Negotiating the acquisition or disposition of property and property rights;
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties;
- Ability to prepare and make effective oral presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

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